AuditER User Guide

Version 6.6 SOT

Navigating the future of your expense accounts,
Working together to get there faster...

Printed January 31, 2003

Table of Contents

Expense Report Auditing - Overview

Financial Officers within your organization should perform periodic audits of employee expense reports to ensure that:

- Submitters are complying with company travel policies and guidelines.
- Approvers are making correct decisions regarding the approving and rejecting of expense reports.
- Receipts match-up with their expense items.

Expense report auditing ensures both the accuracy of the report information and integrity of the employee submitting the report. Audits should be performed on both random employees and on employees who have a history of violating company travel policies and guidelines.

Logging Into the AuditER Module

Note: You must be granted access to the AuditER Module by the Application Administrator.

Logging into the AuditER module:

1 Access your local internet browser (e.g. MS Internet Explorer, Netscape Navigator).

2 Type in the http address that your company has assigned to access the Expense Report program.

Result: The sign-on screen will appear.

3 Enter your sign-on ID and password.

4 Click the **Sign On** button.

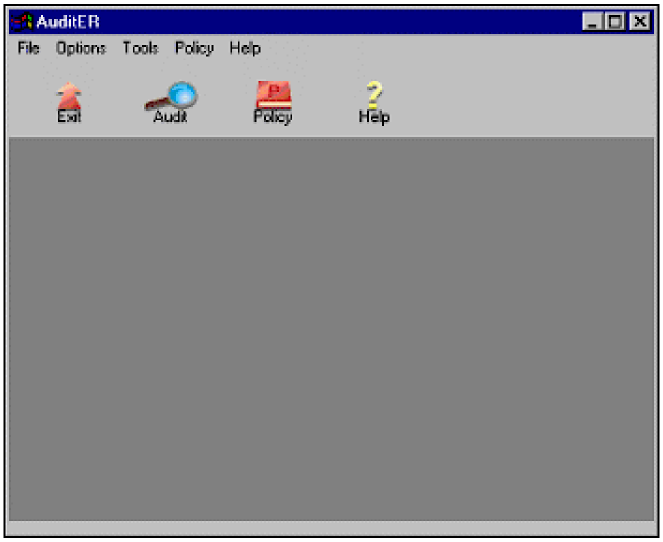
Result: If no errors appear, the welcome screen will appear. If you have been granted access the AuditER module, you should see the module heading "Audit Reports".

5 Click on the module heading **Audit Reports**.

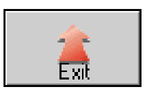
Result: If your login is successful the AuditER Main Window will appear.

AuditER Main Window

The AuditER Main Window is your personal control center for the AuditER application. Use the menu bar and toolbar to access eac h feature window.



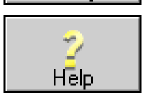
Toolbar Buttons



Exits AuditER application.

Opens the Audit Dialog window.

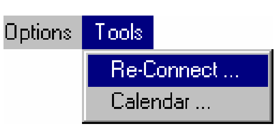
Opens the Travel Policy window.



Opens AuditER Online Help.

Menu Bar Options

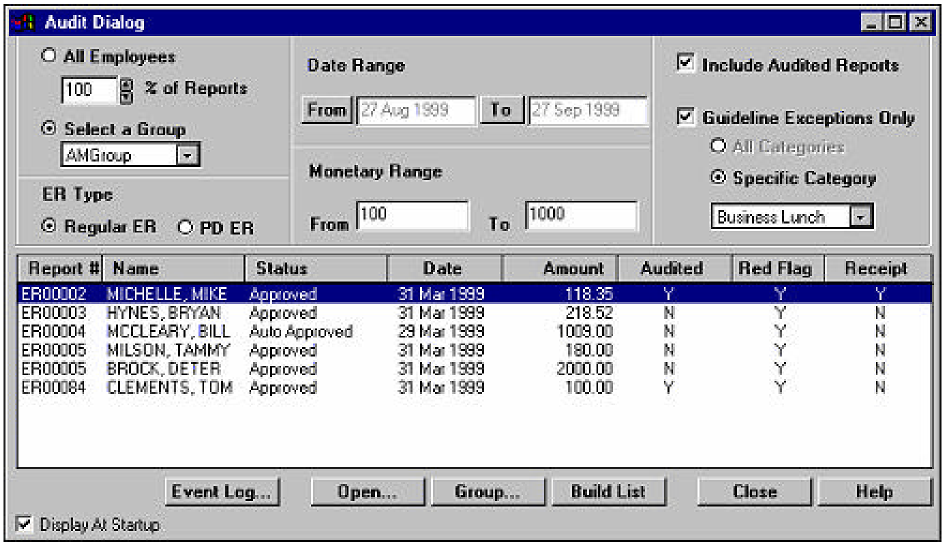
Opens the Audit Group window.



Should you loose connection with your network server, you may select this menu option to open the Logon window and re-connect to the AuditER application.

Audit Dialog Window

Use the Audit Dialog window to generate an Audit List of expense reports. These expense reports can then be opened and examined for auditing purposes.



To open the Audit Dialog window:

1 From the AuditER Main Window, click the 

button on the toolbar.

Result: The Audit Dialog window appears.

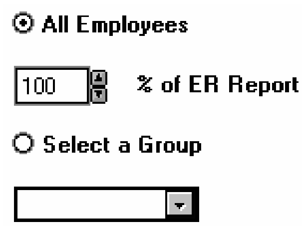
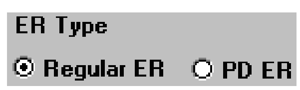
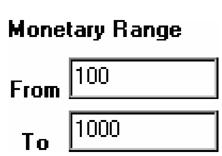
Use the Audit Dialog window to:

- Build an Audit List (page 11
- Audit Expense Reports (page 10)
- View Event Log (page 32

Continue on next page…

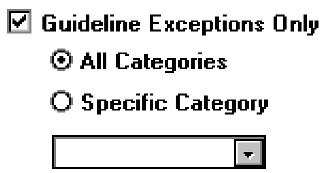
Window Fields

The following fields may be used to define your search criteria for generating an Audit List.

Field Name:	***Description:***
	• If you wish to only include a selected percentage of the expense reports available for auditing: 1 Ensure that **All Employees** option button is selected. 2 In the % of ER Report field, enter the percentage you wish to select. • **Otherwise** , if you wish to only include the expense reports submitted by employees assigned to a predefined Audit Group: 1 Click on the **Select a Group** option button. 2 Click the button and select an Audit Group from the drop-down list.
	To include only those expense reports that were submitted with a specified date range: 1 Click the **From** button to open the Calendar pop-up window, and then select a beginning date to the date range. 2 Click the To button to open the Calendar pop-up window, and then select an ending date to the date range.
	To search for regular expense reports, click the Regular ER option button. To search for per diem expense reports, click the PD ER option button.
	If you wish to only include those expense reports that contains a reimbursement amount found within a specified monetary range: 1 In the **From** field, enter the beginning amount to the monetary range. 2 In the **To** field, enter the ending amount to the monetary range.
☑ **Include Audited Reports**	If you wish to include expense reports that have been previously audited, select the ☑ **Include Audited Reports** check box.

Continue on next page…

***Window Fields**, continued*

Field Name:	*Description:*
	• If you wish to only include those expense reports that include category guideline violations: 1 Select the **Guideline Exceptions Only** check box. 2 Choose one of the following two options: • To include all category guideline violations, click the **All Categories** option button. • To include only a specific type of category guideline violation: 1) Click the **Specific Category** option button. 2) Click the button and select a category type from the drop-down list.

Audit List Table

Column Name:	*Description:*
Report #	The expense report's file number.
Name	The Submitter's name.
Status	The current status of the expense report.
Date	The date in which the expense report was submitted.
Amount	The net claim amount on the expense report.
Audited	If the file has been audited, this column will display the **Y** symbol. Otherwise, it will display an **N** symbol.

***Audit List Table**, continued*

Column Name:	*Description:*
Red Flag	If the file has been flagged for violating a company travel guideline or policy, this column will display the **Y** symbol. Otherwise, it will display an **N** symbol.
Receipt	If the receipts associated with the expense report have been received by the Accounting department, this column will display the **Y** symbol. Otherwise, it will display an **N** symbol.

Window Buttons

Button Name:	*Description:*
Event Log ...	Click the **Event Log** button to display the selected file's Event Log.
Open...	Click the **Open** button to open the selected expense report. **Tip**: Refer to the topic, Expense Report window for information to help you examine the expense report.
Group...	Click the **Group** button to open the Audit Group window.
Build List	Click the **Build List** button to generate the Audit List.
Close	Click the **Close** button to close the Audit Dialog window.
Help	Click the **Help** button to access help information regarding the Audit Dialog window.

Auditing an Expense Report

Financial Officers within your organization should perform periodic audits of employee expense reports. Expense report auditing ensures both the accuracy of the report information and integrity of the employee submitting the report. Audits should be performed on both random employees and on employees who have a history of violating company expense guidelines.

To audit an expense report:

1 From the AuditER Main Window, click the 

button on the toolbar.

Result: The Audit Dialog window appears.

2 Build an audit list.

3 Select the expense report you wish to audit.

4 Click the **Open** button.

Result: The Expense Report window displays the selected expense report.

Tip: Refer to the topic, Expense Report window for information to help you examine the expense report.

5 When you are finished auditing the expense report, click the **Audit** button.

Result: The Comments window will appear.

6 Enter any comments you wish to attach to the expense report regarding the audit procedure.

Warning: These comments can not be modified once you click the OK button on the Comments window.

7 Click the **OK** button to save your comments and exit the Comments window.

8 Click the **Close** button to exit the Expense Report window.

- or -

Click the **Next** button to open the next expense report on your Audit List.

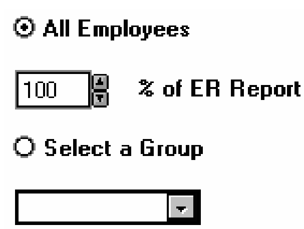
Build an Audit List

An Audit List consists of expense reports that are chosen according to the search filters you define on the Audit Dialog window. Once you have generated an Audit List, you may begin auditing the expense reports.

Building an Audit List:

1 Open the Audit Dialog window.

2 Choose the search filters you wish to apply to the audit list:



If you wish to only include a selected percentage of the expense reports available for auditing:

1 Ensure that **All Employees** option button is selected.

2 In the % of ER Report field, enter the percentage you wish to select.

Otherwise, if you wish to only include the expense reports submitted by employees assigned to a predefined Audit Group:

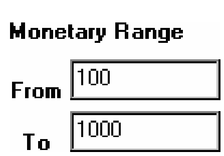
1 Click on the **Select a Group** option button.

2 Click the button and select an Audit Group from the drop-down list.

To include only those expense reports that were submitted with a specified date range:

1 Click the **From** button to open the Calendar pop-up window, and then select a beginning date to the date range.

2 Click the **To** button to open the Calendar pop-up window, and then select an ending date to the date range.



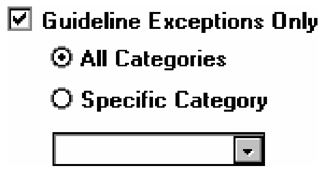
If you wish to only include those expense reports that contains a reimbursement amount found within a specified monetary range:

1 In the **From** field, enter the beginning amount to the monetary range.

2 In the **To** field, enter the ending amount to the monetary range.

Continued on next page…

Building an Audit List** (continued):**

<table>
<tr>
<td>☑ Include Audited Reports</td>
<td>If you wish to include expense reports that have been previously audited, select the ☑ Include Audited Reports check box.</td>
</tr>
<tr>
<td>
</td>
<td>If you wish to only include those expense reports that include category guideline violations:

1 Select the ☑ Guideline Exceptions Only check box.

2 Choose one of the following two options:

• To include all category guideline violations, click the ⦿ All Categories option button.

• To include only a specific type of category guideline violation:

1) Click the ⦿ Specific Category option button.

2) Click the ▾ button and select a category type from the drop-down list.</td>
</tr>
</table>

3 Click the **Build List** button.

Result: Either the audit list will be generated or you will receive a message stating that no reports met your search criteria.

4 Rebuild your Audit List.

- or -

Continue with the procedure *Auditing an Expense Report* on page 10.

Audit Group Window

Use the Audit Group window to create and modify Audit Groups.

To open the Audit Group window:

1 From the AuditER Main Window, select **Audit Group** from the **Options** menu.

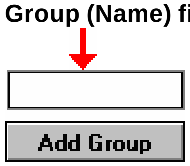
- or -

1 While creating an Audit List on the Audit Dialog window, click the **Group** button.

Use the Audit Group window to:

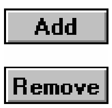
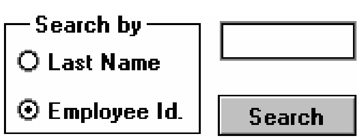
- Create an Audit Group (page 16)
- Modify an Audit Group (page 17)
- Delete an Audit Group (page 19)
- Rename an Audit Group (page 20)

Window Fields

Field Name:	***Description:***
Group (Name) field  c	To add a new Audit Group, enter the name of the new Audit Group in the **Group (Name)** field, and then click the **Add Group** button. **Result**: The new Audit Group is added to the Group Name list box.

Continued on next page…

***Window Fields**, continued*

Field Name:	***Description:***
	Click the **Delete Group** button to delete the Audit Group you have highlighted in the Group Name list box.
	Use this button to rename an Audit Group. See *Renaming an Audit Group* on page 20 for more details.
 	The **Group Name** list box stores the names of your Audit Groups. The **Members of Group** list box displays the names of the employees assigned to the Audit Group you have highlighted in the Group Name list box.
	To add an employee to the Audit Group you have highlighted in the Group Name list box, select the employee from the Employee List table, and then click the **Add** button. To remove an employee form the Audit Group, select the employee from the Members of Group list box, and then click the **Remove** button.
	• To search for an employee by last name: 1 Click the ⦿ **Last Name** option button. 2 Enter the last name, or a fragment of the last name, of the employee you are search for in the **Search** field. 3 Click the **Search** button. **Result**: The results of your search will appear in the Employee List table. • To search by employee number: 1 Click the ⦿ **Employee ID** option button. 2 Enter the employee ID, or a fragment of the employee ID, of the employee you are searching for in the **Search** field. 3 Click the **Search** button. **Result**: The results of your search will appear in the Employee List table.

Continued on next page…

Employee List Table

The Employee List Table displays the results of your employee search.

Last Name	First Name	Employee Id.	Dept.

Window Buttons

Button Name:	***Description:***
Save	To save the Audit Group you have just created or modified, click the **Save** button.
Close	Click the **Close** button to close the Audit Group window.
Help	Click the **Help** button to access help information regarding the Audit Group window.

Creating an Audit Group

Creating an Audit Group will allow you to generate an Audit List of expense reports belonging to a specific group of Submitters.

To create a new Audit Group:

1 Open the Audit Group window.

2 In the **Groups** (name) field, enter the name of the new Audit Group.

3 Click the **Add Group** button.

Result: The new Audit Group is added to the Group Name list.

4 Perform a search for the employees you wish to add to your Audit Group by choosing one of the following two options:

- To search by last name:
  1) Click the **Last Name** option button.
  2) Enter the last name, or a fragment of the last name, of the employee you are searching for in the **Search** field.
  3) Click the **Search** button.

     Result: The results of your search will appear in the Employee List table.
- To search by employee number:
  1) Click the **Employee ID** option button.
  2) Enter the employee ID, or a fragment of the employee ID, of the employee you are searching for in the **Search** field.
  3) Click the **Search** button.

     Result: The results of your search will appear in the Employee List table.

5 From the Employees List table, select the employee you wish to add to your new Audit Group.

6 Click the **Add** button.

Result: The employee is added to your Members of Group list.

7 Continue adding employees to your Audit Group.

8 To remove an employee from your Audit Group, select the employee from the Members of Group List, and then click the **Remove** button.

9 To save the Audit Group, click the **Save** button.

10 To exit the Audit Group window, click the **Close** button.

Modify an Audit Group

Audit Groups may be modified by including or removing selected employees from the group.

To add an employee to an Audit Group:

1 Open the Audit Group window.

2 From the **Group Name** list box, select the group you wish to modify.

Result: AuditER displays the group members in the Member of Group list box.

3 Perform a search for the employee you wish to add to your Audit Group by choosing one of the following two options:

- To search by last name:

  1) Click the ⦿ **Last Name** option button.

  2) Enter the last name, or a fragment of the last name, of the employee you are searching for in the **Search** field.

  3) Click the **Search** button.

  Result: The results of your search will appear in the Employee List table.

- To search by employee number:

  1) Click the ⦿ **Employee ID** option button.

  2) Enter the employee ID, or a fragment of the employee ID, of the employee you are searching for in the **Search** field.

  3) Click the **Search** button.

  Result: The results of your search will appear in the Employee List table.

4 From the Employees List table, select the employee you wish to add to your new Audit Group.

5 Click the **Add** button.

Result: The employee is added to your Members of Group list.

6 Continue adding employees to your Audit Group.

7 To remove an employee from your Audit Group, select the employee from the Members of Group List, and then click the **Remove** button.

8 To save the Audit Group, click the **Save** button.

9 To exit the Audit Group window, click the **Close** button.

Continued on next page…

To remove an employee from an Audit Group:

1. Open the Audit Group window.
2. From the **Group Name** list box, select the group you wish to modify.

   Result: AuditER displays the group members in the Member of Group list box.
3. From the Member of Group list box, select the employee you wish to remove from the group.
4. Click the **Remove** button.
5. To save the Audit Group, click the **Save** button.
6. To exit the Audit Group window, click the **Close** button.

See Also

Creating an Audit Group

Deleting an Audit Group

Renaming an Audit Group

Auditing an Expense Report

Deleting an Audit Group

Deleting an Audit Group

1 Open the Audit Group window.

2 From the **Group Name** list box, select the Audit Group you wish to delete.

3 Click the Delete Group button.

Result: A confirmation message will appear.

4 Click the Yes button on the message box to continue.

Result: The Audit Group is removed from the Group Name list box.

See Also

Creating an Audit Group

Modifying an Audit Group

Renaming an Audit Group

Renaming an Audit Group

Renaming an Audit Group

1. Open the Audit Group window.
2. From the **Group Name** list box, select the Audit Group you wish to rename.
3. In the Group (Name) field, enter the new name for the Audit Group.
4. Click the Rename Group button.

   Result: The new Audit Group will appear in the Group Name list box.

See Also

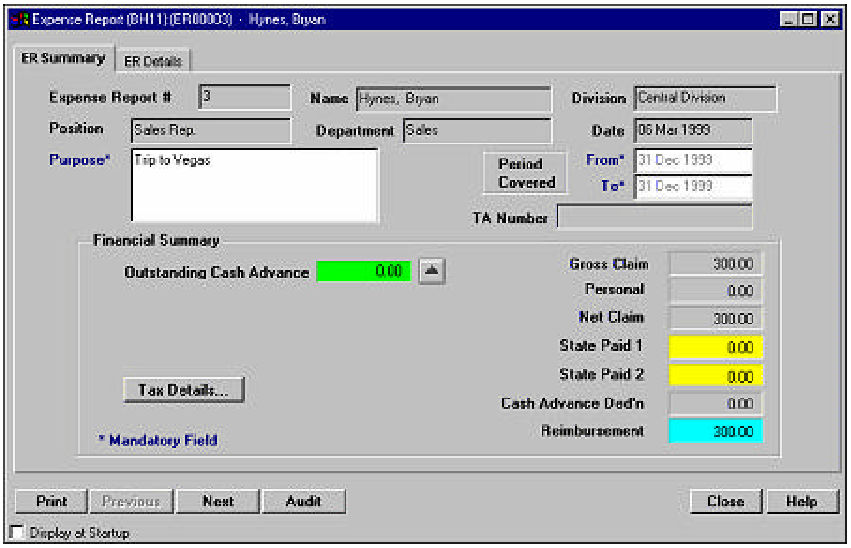
Creating an Audit Group

Modifying an Audit Group

Deleting an Audit Group

Expense Report Window

For auditing purposes, the Expense Report window allows you to examine the expense report.



To open an expense report in the Audit Module:

1 From the Audit Dialog window, build an audit list.

Note: The topic, *Building an Audit List*, can be found on page 11 .

2 Select the expense report you wish to open, and then click the Open button.

Result: The Expense Report window will appear.

About the Expense Report window:

The Expense Report window is divided into two tabs:

- Report Header tab (page 23)
- ER Details tab (page 26)

Window Buttons

Button Name	*Description*
Print	Click the Print button to print a copy of the expense report.

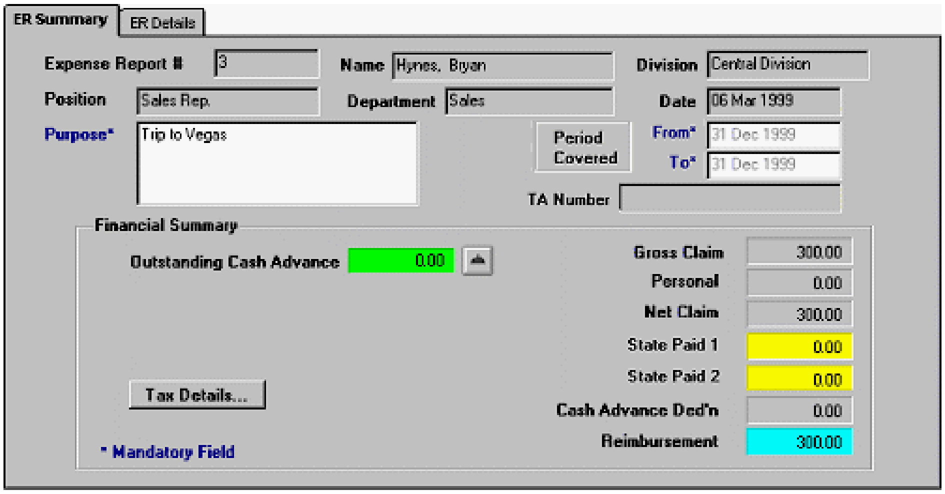
Continued on next page…

Window Buttons, continued

Button Name	***Description***
Previous	Click the Previous button to view the previous expense report in your audit list. **Note**: This button is only enabled when the Audit Dialog window contains multiple expense reports.
Next	Click the Next button to view the next expense report in your audit list. **Note**: This button is only enabled when the Audit Dialog window contains multiple expense reports.
Audit	Click the Audit button to mark the expense report as being "audited". **Result**: The Comments window will appear. Enter any comments you wish to attach to the expense report regarding the audit assessment. These comments cannot be modified once you click the OK button on the Comments window. The expense report will now appear on the Submitter's Activity Summary window with the status "Audited".
Close	Click the Close button to close the expense report.
Help	Click the Help button to access help information specific to the Expense Report window.
☑ **Display at Startup**	This check box is reserved for the Submitter.

ER Summary Tab

The ER Summary tab (formerly the Report Header tab) is displayed immediately when you open the Expense Report window. The ER Summary tab allows you to view the expense report totals.



Tab Fields

Field Name:	***Description:***
Expense Report #	The expense report's file number.
Name	The Submitter's Name
Division	The company division the Submitter works for.
Position	The Submitter's professional title.
Department	The department the Submitter works for.
Date	The date the expense report was created.
Purpose	An explanation why the Submitter filed this expense report.
	The date range the expense report covers.

Continued on next page…

***Tab Fields**, continued*

Field Name:	*Description:*
TA Number	This field can be used to enter the Travel Authorization number issued by the State (if applicable).
Outstanding Cash Advance	The Submitter's Outstanding Cash Advances balance.
National Business Taxes	Total amount of federal taxes claimed in this expense report.
Prov./State Business Taxes	Total amount of provincial/state taxes claimed in this expense report.
Gross Claim	Total expense amount claimed in this expense report.
Personal	Total personal expense amount claimed in this expense report.
Net Claim	Total expense amount, minus personal expenses, claimed in this expense report.
State Paid 1	Total expense amount paid by the State directly to a service provider.
State Paid 2	Total expense amount incurred while providing a service to client number 2.
Cash Advance Ded'n	Total amount transferred to this expense report from the Submitter's Outstanding Cash Advances balance.
Recovery	Total expense amount recovered by the Approver.
Reimbursement	The total amount being claimed as a reimbursable business expense by a Submitter.

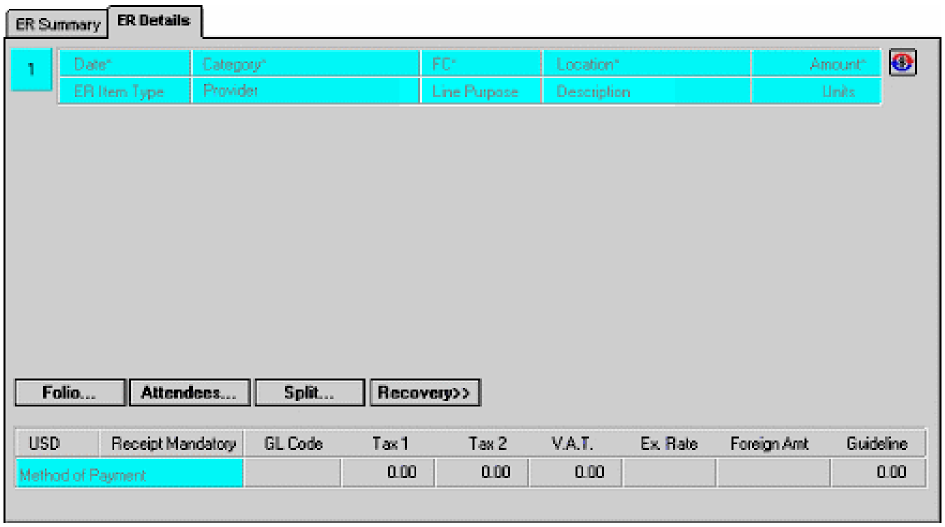
Continued on next page…

Buttons

Button Name:	***Description:***
Tax Details...	Click this button to open the Tax Details window (page 29) which will display an overview list of all the taxes you have claimed in your expense report.

ER Details Tab

The ER Details tab allows you to examine the expense items being claimed by the Submitter.



Expense Item Fields

Each expense item consists of the following information:

Field Name:	***Description:***
Date field	The date when the expense incurred.
Category field	This field displays the expense category that the expense item falls under.
FC field	This field displays the Financial Code assigned to the expense item.
Location field	This field displays the location where the expense was incurred. **Note**: If the expense incurred in a foreign country, the Ex. Rate and Foreign Amt. Fields will be active.
Amount field	The total amount paid for the expense item. **Note**: If the expense was paid for using foreign currency, the Amount field will display the cost of the expense in the company's domestic currency using the Exchange Rate displayed in the Ex. Rate field.

Continued on next page…

***Expense Item Fields**, continued*

Field Name:	***Description:***
ER Item Type field	This field displays the ER Item Type the expense item is classified under.
Provider field	The name of the company who provided the expense.
Line Purpose field	The line purpose description assigned to the expense item.
Description field	Description of the expense item.
Units field	If the expense item involves units of measurement (days at a hotel, miles traveled, etc.), the Units field will display the number of units incurred in the expense.
Method of Payment field	The means by which the expense item was paid (cash, charge card, etc.).
Currency field	The currency used to pay for the expense item.

Buttons

Button Name:	***Description:***
Folio >>	If the Submitter is claiming a hotel expense, click the **Folio** button to open the Hotel Folio window which will list all the hotel expenses.
Attendees>>	If the Submitter is claiming an entertainment expense in which they expensed clients at a business function, then click the **Attendees** button to open the Attendees window which will list the names of the clients.
Split >>	If the Submitter split the cost of an expense item between two or more Financial Codes, then click the **Split** button to open the Split window which will display the split details.
Recovery>>	To add another expense item, click the **Add Row** button.

Continued on next page…

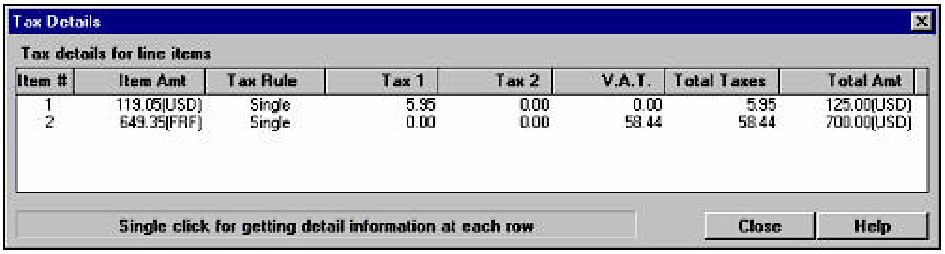
Other Fields

The following fields will display information specific to the expense item you have selected on the ER Details tab.

Field Name:	*Description:*
GL Code	The GL Code assigned to the selected expense item.
Receipts Mandatory	When active, this message field signifies that the user is expected to submit the receipt(s) attained for the expense he/she is claiming.
National Tax	Total amount of federal tax being claimed for the selected expense item.
Prov./State Tax	Total amount of provincial/state tax being claimed for the selected expense item.
V.A.T.	Total amount of Value Added Tax (V.A.T) being claimed for the selected expense item.
Ex. Rate	If the expense item was paid for using a foreign currency, this field will display the exchange rate used to convert the cost of the expense into the company's domestic currency.
Foreign Amt	Total foreign amount paid for the selected expense item.
Guideline	The Submitter's guideline amount for the expense category assigned to the selected expense item.

Tax Details Window

The Tax Details window displays a break-down of the taxes you paid on the expenses you are claiming on your expense report.



To open the Tax Details window:

1 From the ER Summary tab, click the Tax Details... button.

Note: The Tax Details button is only active when the expense report contains expense claims.

Columns

Column Heading	***Description***
Item Amt	The net cost of the expense item before taxes.
Foreign Amt	If the expense was paid for using a foreign currency, this column will display the net cost of the expense item in the foreign amount.
Currency	The currency code representing the currency used to pay for the expense item.
Federal Tax	The total amount of federal tax you paid on the expense item.
Prov./State Tax	The total amount of provincial/state tax you paid on the expense item.

Continued on next page…

Columns *(continued)*

Column Heading	***Description***
V.A.T.	The total amount of Value Added Tax you paid on the expense item. For example, if a user is doing business in a foreign country they may be able to claim V.A.T. on the goods that they purchased and receive reimbursement from their government.
Total Taxes	The overall amount of tax you paid on the expense item.
Total Amt	The overall cost of the expense item including taxes.

View Travel and Entitlements Policy

You should be familiar with your organization's travel and entitlements policy. However, you may need to refer to them while using the application.

To access your organization's travel and entitlements policy:

- From the AuditER Main Window, click the **Travel Policy** button 

.

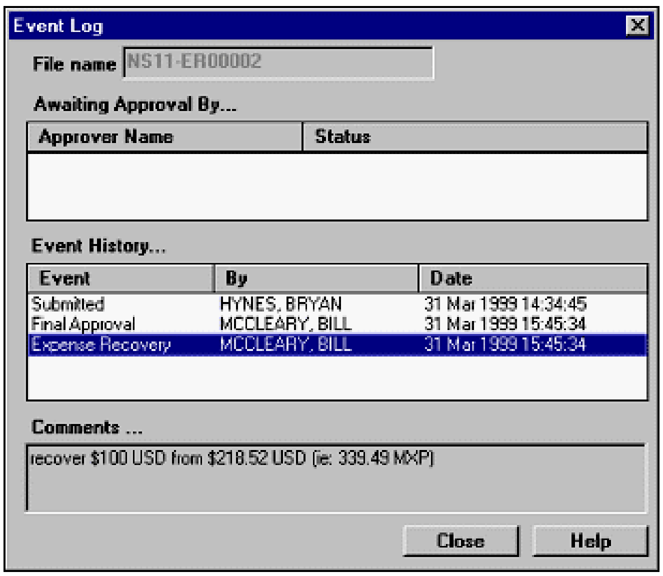
Event Log Window

The Event Log window is used to list the chronological events associated with a particular file. This list of events is called the Event Log. Some events may contain comments that were written by the file's Approver.

Opening the Event Log window:

1 From the Audit Dialog window, click the **Event Log** button.

Example



About AuditER Online Help

Your AuditER application comes with an extensive HTML-based online help program designed to train you on using AuditER effectively.

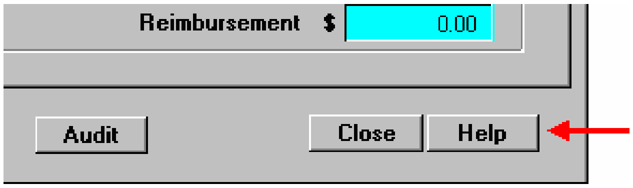
Accessing the Online Help:

From the AuditER Main Window, select **Contents** from the **Help** menu or click the 

button on the toolbar.

To access Online Help on a particular feature window you are using, simply click the **Help** button found in the bottom right-hand corner of the window.

Example



Glossary

In this chapter…

Application Administrator

The person responsible for setting up and maintaining user accounts and system settings.

Approved

This file status indicates that an expense report or cash advance request has been authorized.

Approver

An individual with the authority to approve and reject expense reports and cash advance requests.

Audit Group

When you are generating an Audit List, you may wish to restrict the list to expense reports belonging only to a selected group of Submitters. This selected group is called an Audit Group.

Audit Groups may consist of Submitters who have a history of violating company policies. In which case, it may be wise to periodically perform an audit on the expense reports submitted by the members of this Audit Group.

Audit List

A list of expense reports to audit. This list is generated using search filters.

Auto Approved

This file status indicates that the expense report has been approved without it requiring an authorization from an Approver.

A file can qualify for auto-approval as long as the following criteria have been met:

- Your company must be using a "By Submitter" approval process. See Understanding the Approval Process in the Submitter User's Guide for more details.
- The user must have the Threshold Amount feature set to "Yes" in their Personal Profile. The Threshold Amount feature is also known as the Submitter Threshold.
- The user must have a Submitter Threshold greater than zero.
- The Reimbursement Amount on the user's expense report must be less than the user's Submitter Threshold.
- None of the expense claims on the report exceed the user's guideline level limit.

Awaiting Approval

This file status indicates that the expense report or cash advance request is awaiting approval. The file will display this status when it arrives on the Approver Summary window.

Base Currency

The domestic currency of the country in which your office is located. For example, companies located in the United States will use US dollars as their base currency. Your base currency was set up during the installation of the program.

Category

Your company has created a pre-defined list of Category types that will cover all potential expenses. When you are adding an expense item to an expense report or cash advance request, you must select the Category type that the expense falls under. Your company will then use the Category type to classify the expense.

Client

See *Expense Category.*

Error

The file was corrupted or damaged as it was submitted for approval via modem.

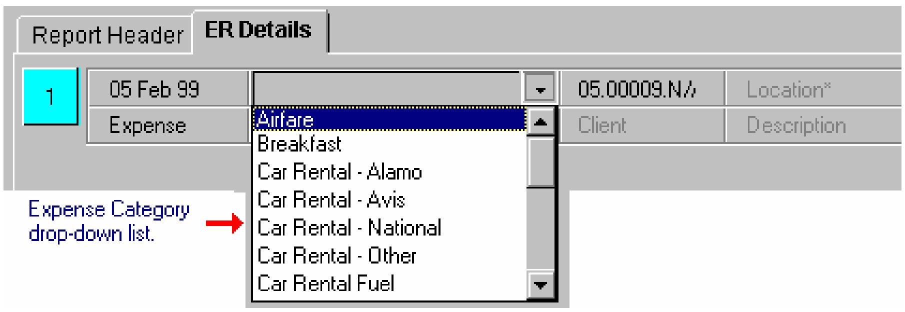
Event Log

A chronological list including the event (e.g., Submitted, Rejected), the employee that performed the event and the date and time of the event.

Expense Category

The Application Administrator has created a pre-defined list of expense categories that will cover all your potential business expenses. When you add a business expense to an expense report you must select from the drop-down list the expense category that best describes your expense.

Example



Each expense category is assigned a guideline policy which states the limit you are allowed to claim as a company expense. This guideline policy amount can be seen in the Guideline field located in the bottom right corner of the ER Details tab.

Expense Item Types

Each expense item on an expense report is classified under a specific ER Item Type. The five ER Item Types are:

- **Expense** - The claim is an expense to the company. ☆
- **Personal** - The claim is a personal expense to you, the Submitter. ☆
- **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company.
- **Nonbillable** - The claim is not billable to a client. The claim then becomes an expense to the company.
- **Unknown** - You are unsure who is to be billed for the expense. ☆

☆ - These expense types may not appear depending on your installation.

File Number

An expense report or cash advance request is assigned a file number by the application when the file is first created. It is a unique number made by combining your employee id, a two-letter code indicating the file type, and a report number. (e.g. 440103-ER26)

File Types

Files are either expense reports or cash advance requests.

Final Approver

The last Approver to approve your expense report. In most cases, the Final Approver will be a financial officer from the Accounts Payable or Finance Department in your organization. Your file must be authorized in order for you to receive a reimbursement.

Financial Codes

Financial Codes allow organizations to organize their expenses. Each Financial code is comprised of code segments representing specific levels of information. To select a Financial Code, the Submitter must select the necessary segment codes that make up the appropriate Financial Code. The Application Administrator is responsible for creating all Financial Codes.

Guideline Level

Your company has created a pre-defined list of guideline levels that are used to group employees according to the limit they are allowed to claim as a business expense for each expense category.

Example Scenario

- A department manager is assigned the guideline level "Manager" by the Application Administrator.
- A sales person is assigned the guideline level "Sales" (also by the Application Administrator).
- The guideline level "Manager" is assigned a guideline policy amount of $300.00 for the expense category "Airfare". This means that the department manager will be allowed to expense airfare up to $300.00 without any further authorization.
- The guideline level "Sales" is assigned a guideline policy amount of $200.00 for the expense category "Airfare". This means that the sales person will be allowed to expense airfare up to $200.00 without any further authorization.

If an employee violates the guideline policy that was set for their group, their expense report will be flagged and it will go through normal approval process.

Your assigned guideline level appears on the Personal Profile window.

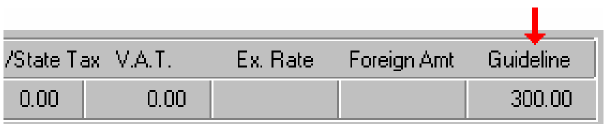
Guideline Policy

Each guideline level is assigned a guideline policy for each expense category. The guideline policy determines how much each employee is allowed to claim as a business expense for a particular expense category. When you claim an expense item that exceeds your guideline limit, your expense report will be flagged when you submit it for approval.

Example Scenario

- A department manager is assigned (by the Application Administrator) the guideline level "Manager", which has a guideline policy amount of $300.00 for the expense category "Airfare". If this manager submits an expense report which has an "Airfare" category amount that exceeds $300.00, the expense report will be flagged in the Activity Summary window and will require authorization.

When you are adding an expense item to an expense report, and you select an expense category, your guideline policy for that category will appear in the Guideline field which can be found in the bottom right corner of the ER Details tab.



Local Area Network

The cable network that connects your computer to the network server, printer, and other computers in your office.

Modem

A peripheral computer device, which, when connected to your personal computer or laptop, sends and receives data via telephone lines from another computer.

Net Amount

The Net Claim on an expense report is the total amount of expenses being claimed minus the total personal expenses of the Submitter.

Outstanding Cash Advances

This is the sum of all previously issued Cash Advances that must be linked to an expense report, repaid, or accounted for in another manner. This field serves as a reminder when you are preparing subsequent expense reports that you have one or more outstanding amounts.

The Outstanding Cash Advances field is located in Expense Report window.

Example: 

Paid

This file status indicates that the Submitter has received payment for the expense report or cash advance request.

Provider

The name of the expense item supplier (organization or store).

Reimbursement Amount

The total amount being claimed as a reimbursable business expense by a Submitter on an expense report. Once the expense report has been approved, the reimbursement amount represents the amount owed to the Submitter by the corporation.

Rejected

A file status indicating that the expense report or cash advance request was rejected by an Approver.

Report Number

A number automatically generated by the program to uniquely identify your expense report. It is also shown as the last two or three digits of the File Number.

Stale

This file status indicates that the maximum allowable time period has elapsed without the file being approved. A stale file is either returned to the Submitter or redirected to another Approver.

Submitted

This file status indicates that the expense report or cash advance request has been submitted for approval.

Submitter

The individual who prepared and submitted the expense report.

Submitter's Threshold

The total limit a Submitter is authorized to claim on their expense report.

A user's submitter threshold can be set up in their Personal Profile by the Application Administrator.

If a user's submitter threshold amount is set to zero, the user is ineligible to have their expense reports auto-approved.

Unsubmitted

A file status indicating that the expense report or cash advance request has been saved but has not yet been submitted for approval.